

E – Travel News

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Volume 1 Issue 3

Do You UTS?

Breaking News:

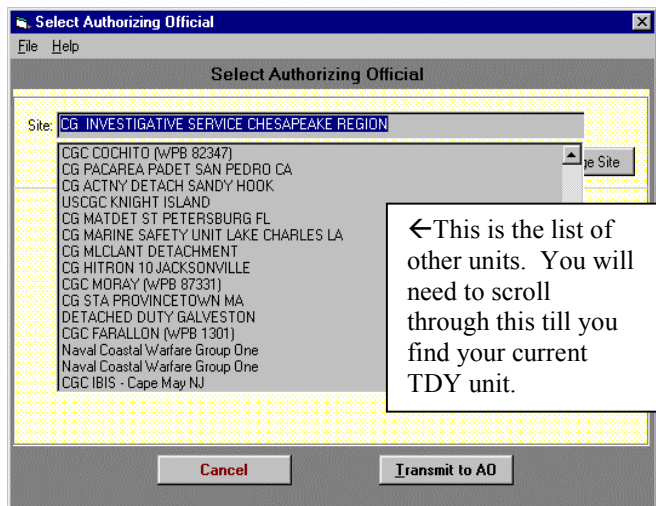
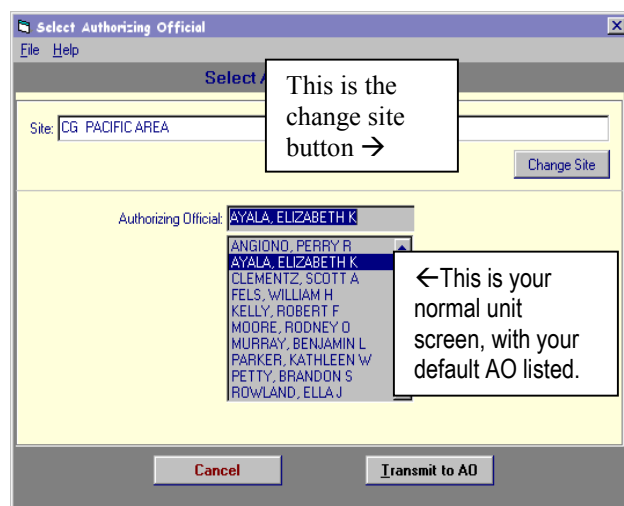
Duplicate Payments/Claims for Payment:

Please remember to only claim your mileage or lodging once within UTS. In the recent weeks, we have corrected a number of claims with the lodging costs listed in the itinerary, and again in the reimbursable items. The only members that should be listing any type of lodging in the reimbursable items is a Reserve Recalled member who is on continuous recall, and filing monthly claims. In this case, it should only be "reserve continuation lodging". Lodging expenses should be claimed in the itinerary, showing the nightly cost of the room, not including taxes. This will allow the computer to calculate the total for the period of the TDY trip. Mileage to and from the airport/in and around the local area (if authorized) should be claimed in the reimbursable items. Only claim mileage in the itinerary if a Private auto is the main mode of transportation to and from the TDY location. If the main mode of travel is a POV, ensure that POV advantageous is selected in your orders.

Changing Site Options:

So, you have been sent TDY to another unit for an extended time frame. You need to file a claim, because you know your credit card statement is coming, and you don't want to be late in submitting payment. You can submit a claim at the Coast Guard unit you are TDY to, and even have your current temporary duty site supervisor approve it? The same applies for folks who are recalled to another unit for Title 10 Recall. Following are some simple steps in how to change site and send a claim to an AO that is not stationed at your permanent unit.

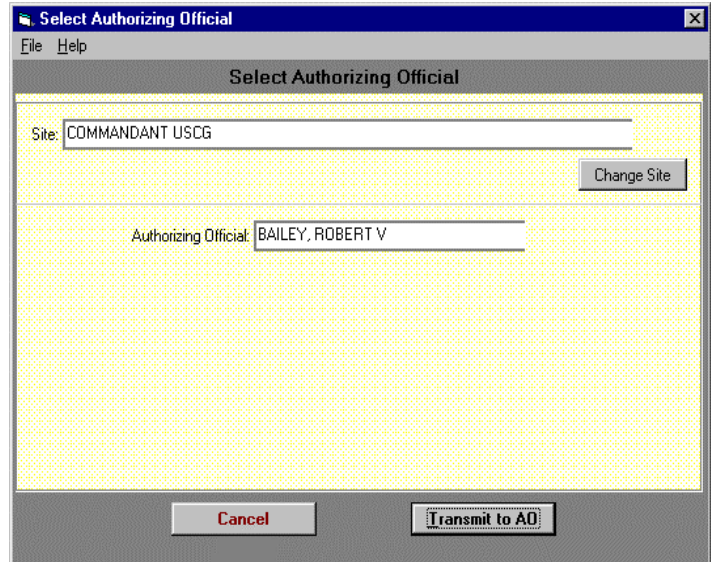
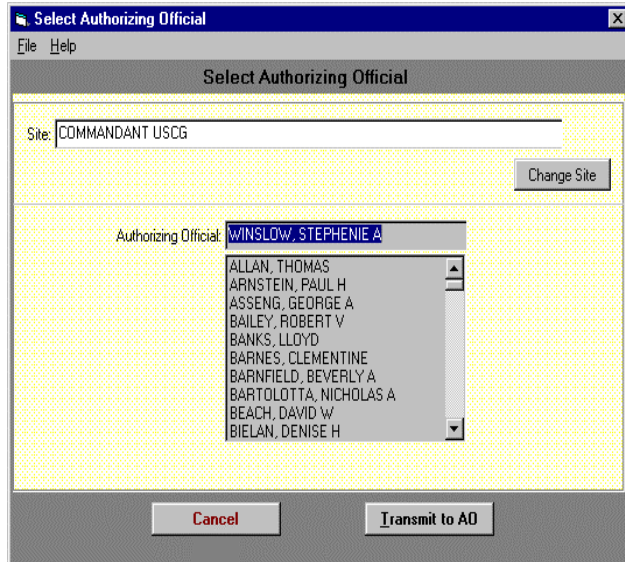
First, ensure that you have a default AO established in your UTS profile (on the securities page). Once this is completed, you can change site with no problem. Complete your claim as usual, but when you select your AO, click the change site button on the screen as seen below.



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Change Site Cont..

Please remember that the list of units is in order of the units official District/OPFAC. Even though you cannot see the OPFAC number, if you are at a 05-36251 unit, and you are TDY to a 98-70098 unit, you will look for your TDY unit near the bottom of the list. Once you find the unit you are TDY to, click on that unit name. Once you do that, you will get a list of the AO's assigned at that unit. Select them, just like you would your own AO, and forward the claim to them. See the below screens.



Friendly Reminders: Advances for TDY claims:

Please remember when you are completing an advance for a member that you ensure the advance is based on the type of claim the member will be completing. If the advance is for a two-month time frame, then the member needs to submit the claim for two months. We have seen a number of personnel receiving advances for two months, but submitting a claim once a month. When Travel processes it, this puts the member in an automatic overpaid status because the total expenses do not match the total advanced amount.

Be sure to check this site for updated information:

<http://www.uscg.mil/hq/hrsic/Manuals-Pubs-Newsletters/Travel/uts/faq/faq.html>

Here is where you can find other issues of the UTS E-Travel News:

<http://www.uscg.mil/hq/hrsic/uts/index.htm>

Please share this important information with all of your travelers in your unit/area so that they can stay informed of important UTS changes and improvements. Please send your suggestions for improvements to: hrsic-utscst@hrsic.uscg.mil

Coming next month: Reporting Leave on your Claims.